

**Tempe Fire Department Policies and Procedures**  
**Record of Exceptional Performance Form**  
**106.02**  
**Rev 7-14-08**

**PURPOSE**

To provide Tempe Fire Department personnel with the guidelines necessary to properly complete and submit a record of Exceptional Performance Form. The form shall be used to provide immediate documented recognition for instances of exceptional performance of our members, both emergency and non-emergency.

**POLICY**

The Tempe Fire Department encourages its members, particularly supervisors to acknowledge individual and group employee efforts that exceed normal expectations or standards of job performance requirements using the Record of Exceptional Performance form.

**PROCEDURE**

Completing the document is self-explanatory. Legibility, spelling, completeness and organization of thought will reflect the importance of this form. Objective, factual information with chronological references should be provided.

Completed documents are to be routed to the personnel chief through the appropriate district manager's office.

The original document will be placed in the member's personnel file with copies of the document being distributed to the fire chief, personnel chief, initiator of the form and the member.